



## **AFOPTED - REGULAR MEETING MINUTES**

**COMMITTEE:** Citizens Advisory Committee on Health and Human Services (CAC/HHS)

**MEETING DATE and TIME:** January 14, 2021 at 9:00AM

**MEETING LOCATION:** Virtual & First Floor Conference Room – 2300 Vista Parkway, West Palm Beach, FL 33411

**PERSON PRESIDING:** Dr. Christine Koehn (Chair) (IP)

**REGULAR MEMBERS IN ATTENDANCE:** “Virtual” = (V) & “In-Person” = (IP): Dr. Thomas Cleare (Vice-Chair) (V), Randy Palo (V), Dr. Merlene Ramnon (V), Dr. Constance Siskowski (V), Heather Tate-Boldt (V), Inger Harvey (V), Elisa Cramer (V), Anne Caroline Valtin (IP), Anne Gerwig (IP), Alan Bottorff (IP).

*Note: A quorum of six (6) CAC/HHS members must be physically present (IP) at the meeting to vote or take action on agenda items. Only four (4) CAC/HHS members were physically present at the meeting therefore adoption of agenda items could not occur.*

**EX-OFFICIO MEMBERS IN ATTENDANCE:** Scot Kannel (V), Houston Tate (V)

**OTHERS IN ATTENDANCE:** Nancy Bolton (V), James Green (V), Taruna Malhotra (V), Helene Hvizd (V), Meghan Parnell (IP), David Rafaidus (IP), Stessy Cocerez (IP), John Dlugosz (IP), Casey Messer (V), John Hulick, Natalie Diaz Rodriguez (V), Neeta Mahani (V), Sharon Rose (V), Karis Engle (V), Lesley George (V), Jared Greene (V), Jennifer Rey (V), Tammy Lampi (V), Teresa Pedicino (V), Seth Bernstein (V), Rande Gabriel (V), Tammy Martinez (V), Tammy Fields (V).

**DISCLOSURES:** Dr. Constance Siskowski is employed by the American Association of Caregiving Youth, which is a recipient of FAA funding dollars.

**CHAIR & STAFF COMMENTS:** Dr. Christine Koehn welcomed everyone to the meeting. She addressed the difficult year that it’s been and expressed hopeful sentiments for a better 2021.

### **CONSENT ACTIONS OF MEETING**

**Agenda Item:** 2.A/B. Additions, Deletions, Substitutions / Adoption of Agenda

**Discussion:** None

**Action Taken:** Motion to approve the agenda by Anne Gerwig. Second by Anne Caroline Valtin. Agenda approved and adopted by unanimous decision. *Note: A physical quorum of CAC/HHS members were not present therefore adoption of the agenda will be deferred to the February 11, 2021 Regular Committee meeting.*

## **REGULAR BUSINESS - ACTIONS OF MEETING**

**Agenda Item:** *3.A. Adoption of CAC/HSS Regular Committee Minutes (December 10, 2020)*

**Discussion:** Dr. Christine Koehn proposed a revision to the meeting minutes, indicating the CAC/HHS Annual Retreat meeting should occur later in 2021 in order to provide time to complete the proposed Health & Human Element through the PDIC. David Rafaidus to amend minutes.

**Action Taken:** Motion to approve the agenda by Anne Gerwig. Second by Anne Caroline Valtin. Agenda approved and adopted by unanimous decision.

**Discussion:** Discussion centered on not having a quorum of CAC/HHS members physically present at the meeting. Without a quorum of CAC/HHS members physically present, Legal Counsel (Helene Hvizd) indicated that motions and votes cannot occur.

**Action Taken:** Motions withdrawn and revised minutes to be voted on at next meeting.

## **REGULAR BUSINESS**

**Agenda Item:** *3.B PDIC Update by (Dr. Cleare)*

- Dr. Cleare had no updates.
- David Rafaidus provided an overview about future PDIC meeting times and current status of the Draft Domains.
- Dr. Christine Koehn provided additional comments about revising the Element as a guiding document and the importance of why the Element was being developed.

## **REGULAR BUSINESS**

**Agenda Item:** *3.C NOFO Process Update (Meghan Parnell)*

- Meghan provided an overview of the two (2) upcoming NOFOs for this year. Additional details about the NOFOs (Homelessness and Behavioral Health) are scheduled to be presented at the February 11, 2021 CAC/HHS meeting.

## **REGULAR BUSINESS**

**Agenda Item:** *3.D Overview of the CARES Funding & Next Steps (Taruna Malhotra)*

- Taruna provided an overview of how CARES funding has been distributed, allocated and utilized. Taruna also provided some insight into how additional emergency rental funding will be utilized.

## **REGULAR BUSINESS**

**Agenda Item:** *3.E The Impact for Today and Tomorrow of Virtual Education on at Risk Populations (Dr. Siskowski, Randy Palo & Tammy Fields)*

- Dr. Siskowski provided an overview of the preliminary data from the Youth Risk Behavior Survey that was conducted in 2019. In addition, Tammy Fields provided testimony from a Youth Services perspective of youth affected by the pandemic and related consequences and increases in mental health needs and services.
- Randy Palo commented on the economic impact of the pandemic on youth as well as technology issues pertaining to youth education.
- Dr. Christine Koehn suggested possibly modifying the scheduling of the review of the Education Domain within the proposed timeline. Review of the Education Domain may need to occur sooner. Subject matter experts involved with the Education domain should be contacted to define CAC roles and responsibilities within the context of the Domain and how it relates to the HHS Element.

## **REGULAR BUSINESS**

**Agenda Item:** *3.D Overview of the CARES Funding & Next Steps (James Green)*

- James Green provided additional updates with regards to the first round of CARES funding. He also discussed additional funding that will be available through the new stimulus package and how money will be expended that was received through other previous funding streams.
- James also provided updates regarding the Cottage Homes project, Non-Congregate Shelter in Belle Glade, the HRC II, and Lewis Center Annex.

**OTHER BUSINESS**

**Agenda Item: 4.A Staff Information Updates**

- David Rafaidus provided updates on CAC/HHS, PDIC and Executive Committee meeting dates, times and locations as well as the CAC/HHS attendance tracking document.

**OTHER BUSINESS**

**Agenda Item: 4.B Member Comments on Non-Agenda Items**

- None

**OTHER BUSINESS**

**Agenda Item: 4.C Public Comments on Non-Agenda Items**

- Jennifer Rey from Aid to Victims of Domestic Abuse (AVDA) provided updates to changes in meeting dates.

**OTHER BUSINESS**

**Agenda Item: 4.D Good News Item(s)**

- Heather Tate-Boldt, Executive Director of Community Christian Counseling Center and CAC member, reported that her agency received a grant from the Palm Beach County School District to provide Social Emotional classes for Middle School children on their campus.
- Alan Bottorff, CAC member, reported highly successful testing and vaccination efforts amongst agencies that he is involved in and working with.
- Houston Tate, CAC ex-officio, reported multiple events where his organization and partnering entities have distributed food.

**OTHER BUSINESS**

**Agenda Item: 4.E Potential Agenda Items for Future Meetings**

- Wendy Tippet and John Hulick are scheduled to present Homelessness and Behavioral Health NOFO information at the CAC/HHS February 11, 2021 meeting.

**DATE OF NEXT REGULAR MEETING(S):**

<i>February 11, 2021 (9:00 AM)</i>
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**&**

<i>March 11, 2021 (9:00 AM)</i>
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**DATE OF NEXT EXECUTIVE MEETING(S):**

<i>January 28, 2021 (9:00 AM)</i>
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**&**

<i>February 25, 2021 (9:00 AM)</i>
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**DATE OF NEXT PDIC MEETING(S):**

<i>January 28, 2021</i>
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**&**

<i>February 25, 2021</i>
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**ACTIONS OF MEETING**

Agenda Item: *Meeting Adjournment*

Discussion: None.

Action Taken: Motion to adjourn the meeting by Anne Gerwig. Second by Anne Caroline Valtin. All in favor. Meeting adjourned by unanimous decision.

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**THESE MINUTES APPROVED AND ADOPTED** by the CAC Regular Committee on May 13, 2021.

\_\_\_\_\_, CHAIR \_\_\_\_\_

*Prepared by JD on January 15, 2021  
Modified by MP on January 19, 2021  
Modified by SC on January 21, 2021  
Modified by DMR on February 5, 2021 @ 9:01 am  
Modified by DMR on February 11, 2021 @ 3:47 pm  
Modified by DMR on March 15, 2021 at 3:17 pm  
Modified by DMR on 4/9/2021 at 9:02 am*

ADOPTED